TRANSPORTATION DISTRICT 2

Dedicated people creating transportation solutions through innovation and exceptional service.

TECHNICAL BULLETIN

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Inside this issue:

Special points of interest:

- **Reminder:**
- With the November Lettings, 2003 Standard Specifications apply to all PS&E's

Best Practices

In January 2000 a committee was established to address concerns regarding the effect of late changes in design that impact the right-of-way plat, increase project delivery costs and delays. The "Best Practices Report" was to assist the District in limiting the changes for the recording of transportation project plats. It was accepted and approved by the Leadership Council on July 9, 2001.

The report in its entirety was placed on the District 2 web site. "District Features", "On Line Manuals" has the link to access the PDF version of the report. It is strongly recommended that each employee take the time to review the contents of the report. The following article is a summary of the report as it pertains to project development and the plat preparation unit.

Best Practices reduce last minute changes in Design

This is a reprint of an article that appeared in the "Technical Bulletin", Volume 9, Issue 8, dated September 2001.

Sometimes change is NOT good; for example, when you have to add curb and gutter, increase a radius, or add a ditch to some part of your plan a month before P.S.&E. Late design changes such as these may also lead to changes in the Right of Way plat or utility involvement, increase project delivery costs, and result in project delays.

District 2 responded by establishing the District 2 Best Practices Committee and charging them with identifying procedures to reduce late design and plat changes.

The committee identified 18 problems which were then reduced to five major problem areas. Three of these five were beyond the control of the district. The remaining two, timely input to the project development process and timely acquisition of right of way, became the focus of the committee's attention.

The committee recommended the seven procedures listed below and on page 2 to overcome the late changes to design. The District Two Leadership Council approved the committee's recommendations and implementation plan at the July 9th meeting.

1. Distribute minutes of scoping and review meetings ***WITHIN 14 DAYS*** for ad hoc concurrence. (See D-2 Cost Containment Manual)
   This will allow the ad hoc to verify that both project development and technical services staff understood the results of the meeting discussion.

Recommended Best Practices procedures

(Continued from page 1)

2. Prepare for and conduct 30% review meetings according to current guidelines. (SeeD-2 Cost Containment Manual and design guidelines at W:\design\forms\prelengr)

   This will verify project scope after initial data has been collected and evaluated, and verify basic design standards for roadway alignment and cross section. It will also provide the basis for a more refined budget and schedule.

3. Prepare for and conduct 60% review meetings according to Preliminary plan checklist in FDM 15-1-4 shows the required contents of the plan; (See D-2 Cost Containments Manual; design guidelines at W:\design\forms\prelengr)

   This will identify any ancillary adjustments to the design that might still be included without major scope changes. The plan should have enough detail to provide an item estimate for budget confirmation. The final design schedule should be verified for completion of final design by the P.S.&E date.

4. Complete project agreements with municipalities as early as possible in project development process.

   This will prevent last minute changes due to local political and policy changes.

5. Encourage involvement of Systems Planning in the project development scoping and review process.

   This will allow for immediate input into proposed scope changes regarding funding, local participation, and access control so that informed decisions can be made at the meetings..

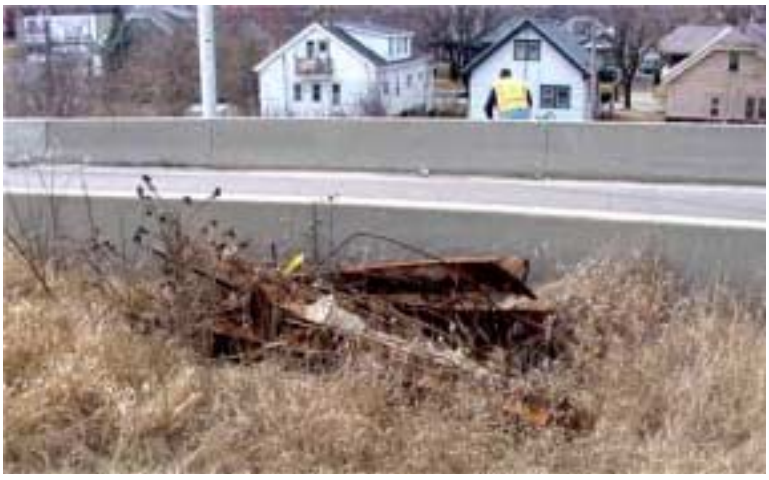
6. Involve property owners earlier in the project development process, with a property owner meeting and/or earlier R/W staking before R/W plat submitted for the relocation order.

   This will start discussion needed for negotiations earlier in process, and allow the real estate agent more time for the actual acquisition process rather than negotiating.

7. Establish project specific timelines for real estate acquisition.

   This will provide for realistic project schedules that are compatible with the actual amount of work needed for acquisition process.

Best Practice procedures reduces last minute design and plat changes



What's Wrong With these Pictures?

See Page 4

Traffic Impediments

As we approach our construction season, we are once again dealing with traffic impediment (formerly traffic inconvenience) maps, and the needs of our customers in DTID, DMV, DSP and the public for timely and accurate information about detours, delays, closures, restrictions, etc.

Project field engineers are required to fill in Traffic Impediments through the Field Information Tracking System as it relates to the project roadway and/or structure being restricted in any way. The submittal of information is used in producing the statewide construction map, establishing open routes for trucking, issuing oversize/overweight permits, the construction report for the WisDOT internet site, DOT NET and the 1-800 number recording for construction information. A recent fatality in California, the result of routing a truck onto a road that was restricted, brings home the reason why this data is important.

The construction map is updated every week so the information should be sent in by the Monday prior to the detour or restriction starting so it is included on the map.

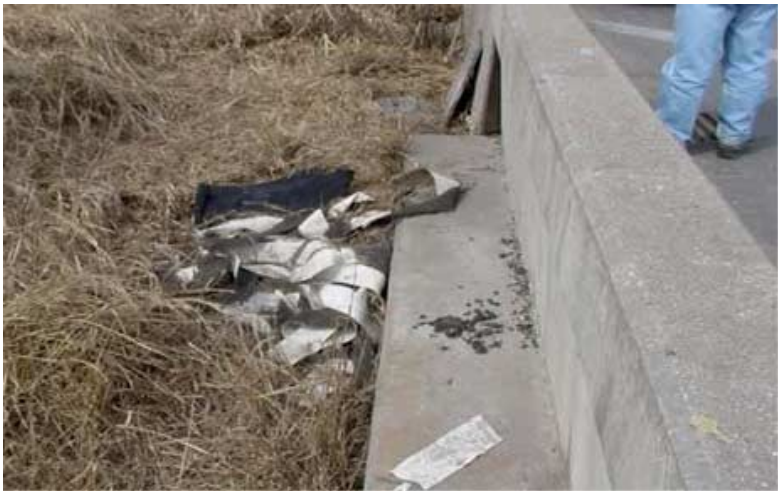
Project field engineers are required to enter information if any of the following occur on a state or federal highway.

1. **CLOSURE:**
   Detour of all or any part of the project.
2. **RESTRICTION:**
   a. Lane Restriction: If any lane is closed
   b. Width Restriction: If a 14' wide load cannot make it through the project without interference.
   c. Height Restriction: If a 16' high load cannot make it through the project without interference.
3. **INCONVENIENCE:**
   Something that affects the flow of traffic that is not listed above (i.e. Periodic one lane closures lasting less than one day with flag persons such as shoulder gravel operations)

*** Please also remember to enter the estimated ending date, but DO NOT enter the END DATE until it is actually ended.**

If you have any questions regarding your Traffic Impediments, please contact Sandi Villiesse (262) 548-8649.

Customers need timely and accurate information about detours, delays, closures, and restrictions.



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http://dtd-d2
Click on the Technical
Bulletin Link

Increasing Productivity

PRE-ESTABLISHED BID ITEMS

This is a reminder that some items in our engineering estimates have pre-established prices, i.e. contractor cannot submit his own price for these items. A complete discussion of these items and the method to enter them in Trns*port, is in FDM 19-5-45.

- The table on the right lists these items and the current prices to be entered for them.
- Don't forget to check the "pre-established price" box on the Trns*port screen when entering these items.
- The "pre-established price" box is often overlooked when entering items in engineering estimates. Having the box checked saves addenda, bidding confusion, and change orders.

108.3100.S	Incentive/Disincentive for Interim Completion of Work (pre-establish the pre-determined cost per day)	CD
415.2000.S	Incentive Concrete Pavement Strength	1.00 Dollar
440.1000.S	Incentive profile Index Asphaltic Concrete Pavement	1.00 Dollar
440.2100.S	Incentive profile Index Concrete Pavement	1.00 Dollar
460.2000	Incentive Density Asphaltic Concrete Pavement	1.00 Dollar
502.0400S	Incentive Bridges Concrete Masonry Strength	1.00 Dollar
ASP.1T0G	On-the-Job Training Graduate at $5.00/hr	HRS
ASP.1T0A	On-the-Job Training Apprentice at $5.00/hr	HRS
SPV.0055	(Items paid by the dollar often have a pre-established price)	X Dollar

Picture Answer

The two pictures show debris left well after the contract work was completed and the project accepted. Note temporary pavement marking tape and old bridge joint material that was removed and discarded behind the barrier wall. If the prime contractor does not clean this up, then it will have to be removed by the county forces.

The department may revoke its final acceptance when defective work is discovered after it has accepted the work. Also, Section 104-9, Final Cleanup, states that the prime contractor is responsible for removal of "all surplus and discarded materials, rubbish, and temporary structures".

In this case, part of the Basis of Payment of this particular item includes cleanup and disposal. The work was not finished as specified.